



## **Kansas Attorney General**

**Derek Schmidt**

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[www.ag.ks.gov](http://www.ag.ks.gov)

### **RENEWAL APPLICATION**

#### **Kansas Roofing Contractor Registration Act**

##### **Instructions for Renewal Application**

1. Return completed application with registration fee (\$250) to the address listed above.  
Make remittance payable to "Kansas Attorney General"

**Renewal Applications must be postmarked by June 30<sup>th</sup> to keep your registration certificate in good standing. Renewal applications must be postmarked by July 31<sup>st</sup> to avoid a \$250 late fee.**

2. Provide the following documents with the completed application:
  - a. Certificate of liability insurance, which shall be not less than \$500,000, and which shall list "Office of the Kansas Attorney General, 120 SW 10<sup>th</sup> Ave. Topeka, Kansas 66612" as the certificate holder;
  - b. Certificate of workers' compensation coverage or affidavit of exemption or self-insurance; and
  - c. Certificate of current tax clearance or letter from the Kansas Department of Revenue. The Certificate of current tax clearance is available at [www.ksrevenue.org/taxclearance.html](http://www.ksrevenue.org/taxclearance.html)
  - d. If you are registered as a roofing contractor in any state other than Kansas, include current and certified information from the appropriate state agency in each such state showing whether you are in good standing, have pending disciplinary proceedings, or have had disciplinary action taken against the registration, certificate, permit, or license.

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## **RENEWAL APPLICATION FOR ROOFING CONTRACTOR REGISTRATION**

**Complete this application only if you wish to renew your existing roofing registration certificate. If you wish to file an original application, please locate an original application at <http://ag.ks.gov/roofing>.**

Please type or print in ink all information.

Current Kansas registration number: \_\_\_\_\_

*Owner information:*

1. Name \_\_\_\_\_  
First Middle Last
2. Residential Address \_\_\_\_\_  
Street City State Zip
3. Telephone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Residence Business
4. Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_
5. Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_
6. Driver's License # \_\_\_\_\_
7. Social Security Number\* \_\_\_\_\_

\* Disclosure of a social security number ("SSN") is voluntary. Failure to provide a SSN may delay application processing. The SSN is requested pursuant to the Kansas Roofing Contractor Registration Act. The SSN may be used to identify applicants in criminal and/or financial history investigations. The SSN may be provided to other Kansas state agencies, as allowed by Kansas law.

*Business information:*

8. Type of Business Entity [ ] LLC [ ] Partnership [ ] Sole Proprietorship [ ] Corporation
9. State of Formation \_\_\_\_\_
10. Business Name \_\_\_\_\_

11. Business Address \_\_\_\_\_  
Street City State Zip

12. Business Mailing Address: \_\_\_\_\_

13. Business Phone (\_\_\_\_\_) \_\_\_\_\_  
Street City State Zip

14. E-mail Address: \_\_\_\_\_

15. Trade Name \_\_\_\_\_

16. Federal Employee Identification Number \_\_\_\_\_

17. United States Department of Transportation (USDOT) # \_\_\_\_\_

18. Designated Roofing Contractors who will act as agents for the business entity and be covered by this registration (use addendum page, if necessary):

Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Birthdate \_\_\_\_\_ Social Security Number\* \_\_\_\_\_

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19. Please indicate whether the applicant currently has, or has ever had, a license or registration as a roofing contractor in any state other than Kansas. If yes, please list all states in which the applicant has or had a roofing contractor license or registration.

*Check one of the following:*

☐ No, the applicant has never had a roofing contractor license or registration in any state other than Kansas.

☐ Yes, the applicant has or at one time had a roofing contractor license or registration issued by the following state(s): \_\_\_\_\_

20. Has the applicant or any designated roofing contractors working for applicant ever been disciplined, fined, sanctioned, cited, or had its license or registration to perform work as a roofing contractor suspended or revoked in any state other than Kansas? If yes, indicate the State of such event, the nature of the action taken, and the date of the action taken.

☐ No    ☐ Yes. Explanation: \_\_\_\_\_

21. Since the date the applicant's prior roofing registration certificate was issued, has the applicant or any designated roofing contractors working for applicant ever been convicted of a felony offense in Kansas, another state, or any other place? If yes, indicate the nature of the offense upon which a conviction was imposed (use addendum page, if necessary).

☐ No    ☐ Yes

Date of Conviction	Court	Offense

22. Has the applicant been adjudicated by a court of competent jurisdiction for any of the following Roofing Registration Act violations?

- ☐ No    ☐ Yes    Abandoned a roofing contract without legal grounds after a deposit of money or other consideration has been paid;
- ☐ No    ☐ Yes    Diverted any funds or property entrusted to a roofing contractor;
- ☐ No    ☐ Yes    Engaged in any fraudulent or deceptive acts or practices or misrepresented any products, services, or qualifications as a roofing contractor;
- ☐ No    ☐ Yes    Made a false or misleading statement in an application for a roofing contractor registration certificate or renewal application or in solicitation for a contract for roofing services;
- ☐ No    ☐ Yes    Violated any judgment or order by a court of competent jurisdiction against the roofing contractor for a violations of the provisions of the Roofing Registration Act;
- ☐ No    ☐ Yes    Engaged in work without a valid registration certificate as required for roofing contractors pursuant to this act or performing roofing services during any period when the roofing contractor's registration certificate is denied, suspended, or revoked;
- ☐ No    ☐ Yes    Engaged in roofing services without obtaining a proper permit as may be required by any state or local authority;
- ☐ No    ☐ Yes    Failed to comply with any tax laws authorized by the state or any of its political subdivisions;

☐ No    ☐ Yes    Damaged or injured any person or property while performing roofing services under a valid roofing contractor registration certificate for which the roofing contractor's liability insurance or workers compensation coverage was inadequate;

☐ No    ☐ Yes    Failed to comply with any provision of the Roofing Registration Act or any rule and regulation adopted thereunder.

Applicant, by signing below, hereby declares under oath that this application, related forms, and all supplemental materials submitted herewith, and all information contained therein, are true and correct. By submitting this application and signing below, applicant declares under oath that the following statements are true and correct:

- Applicant desires registration under the Kansas Roofing Contractor Registration Act.
- Applicant agrees to fully comply with the Kansas Roofing Contractor Registration Act.
- Applicant agrees to fully comply with all Federal and Kansas laws and local ordinances.
- Applicant and any designated roofing contractors consent to a criminal history records search or a background check.
- Applicant and entity seeking registration, if a non-resident and/or foreign corporation, agree that the filing of this application appoints the Kansas Secretary of State as the legal agent for service or process.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Designated roofing contractor's signature \_\_\_\_\_ Date \_\_\_\_\_

Designated roofing contractor's signature \_\_\_\_\_ Date \_\_\_\_\_

Designated roofing contractor's signature \_\_\_\_\_ Date \_\_\_\_\_

Designated roofing contractor's signature \_\_\_\_\_ Date \_\_\_\_\_

Designated roofing contractor's signature \_\_\_\_\_ Date \_\_\_\_\_

Use addendum page for additional signatures, as needed.

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